

## Glossary

<b>ACCOUNTING ERROR</b>	An error that occurs due to invalid accounting information.
<b>ACCOUNTS PAYABLE</b>	A legal liability of the State that reflects amounts for goods or services purchased, received and invoiced, but not yet submitted for payment. The accounts payable document in ADPICS is the voucher.
<b>ADPICS</b>	Advanced Purchasing and Inventory Control System. The State's procurement and materials management software system.
<b>ADVICE OF CHANGE</b>	A document that requests the change of a posted CS138, requisition, job ticket, purchase order, direct purchase order, or blanket purchase order. Once an Advice of Change is posted, the status of the referenced document changes to CINP (change in process). This allows the document to be changed and reposted.
<b>AGENCY</b>	FACS Agency. In ADPICS the FACS Agency is the Department. See Department.
<b>ALPHA</b>	A data field using letters of the alphabet only.
<b>ALPHANUMERIC</b>	A data field using letters of the alphabet and/or numbers.
<b>BID</b>	Vendor's quote for goods or services.
<b>BID AWARD</b>	The selection of a vendor or vendors to receive a contract for the goods or services listed on the Invitation to Bid, at the quoted price.
<b>BID ENTRY</b>	The data entry of the vendor's bid quote.
<b>BID EVALUATION</b>	The automatic system ranking of vendor's bids based on user established criteria and scores.
<b>BLANKET PURCHASE ORDER</b>	Blanket purchase orders are price agreements between the State and a vendor for a commodity(ies) to be purchased on an as needed basis, for a specified period of time. Blanket purchase orders can be created by DMB Office Of Purchasing for statewide use, or by an agency for that agency's use only. Blanket purchase orders do not have an accounting impact in R★STARS.

Purchases are made by creating releases (calls) against the blanket purchase order. Releases are created by requisition/purchase order, or by direct purchase order. Posting the blanket purchase order release encumbers funds in R★STARS.

**BUYER**

The entity, or person, purchasing the goods or services.

**CHANGE ORDER**

A document that cancels, changes or allows the change of a posted document.

**COMMODITY**

Any good or service purchased by the State.

**CONFIDENTIAL  
VENDOR**

Generally employees. Users cannot scroll through the vendor file to view information related to these vendors.

**CONTRACT**

A legally binding agreement between the State and a vendor to purchase specific goods or services at an agreed upon price. Contracts can be written as purchase orders, direct purchase orders or blanket purchase orders. Purchase orders liquidate pre-encumbrances and establish encumbrances in R★STARS. Direct purchase orders establish encumbrances. Blanket purchase orders do not impact R★STARS until a release document is posted.

**CONTRACT  
RETAINAGE**

Certain contracts require the State to retain (hold back) a percentage of each payment related to the contract. The retainage amount is recorded as a separate liability (retainage payable) and may be released, by direct voucher, anytime during the project, or after the project is complete.

**CONTRACTOR**

An individual or organization entering into a contract for personal services. See Department of Civil Service Rules and Regulations.

**CREDIT MEMO**

A credit against a posted voucher. The credit memo amount will offset future payments to be paid to the vendor by the agency creating the credit memo. Credit memos may be created for the total amount of the voucher, or any portion of the voucher.

**CS138**

Request to Contract for Personal Services to comply with Civil Service Rules and Regulations.

**DATA FIELD**

A space in an ADPICS document for the entry of information. Most enterable data fields are named to represent the type of data

to be entered.

**DEPARTMENT**

A work unit (section, office, division, agency, etc., as designated).  
A MAIN FACS department.

**DIRECT PURCHASE  
ORDER**

A binding contract between the State and a vendor for the direct purchase of goods or services at a specified price that were not previously requisitioned. Direct purchase orders establish encumbrances in R★STARS.

**DIRECT VOUCHER**

An accounts payable that is created and posted without an associated purchase order/direct purchase order. Direct vouchers are used for utility bills, rent/lease payments, etc. When posted, direct vouchers establish vouchers payable in R★STARS. Warrants will be generated on the appropriate due date.

**DOCUMENT  
CANCELLATION**

An ADPICS document that, when posted, cancels another ADPICS document. Most ADPICS documents that can be posted can be cancelled. Invitations to bid and bids can be unposted, but not cancelled, using the document cancellation function. Bid entries can be deleted using the document cancellation function. Vouchers and direct vouchers cannot be cancelled. The cancelled document's status will change from POST (posted) to CNCL (cancelled), or from PVCH (partially vouchered) to CLOS (closed).

**DOCUMENT  
MATCHING**

The two-way or three-way matching of documents to automatically generate a voucher. A two-way match includes a purchase order/direct purchase order and an invoice. A three-way match includes a purchase order/direct purchase order, invoice and receiving report. Document matching can be done by document or by line item. Match Types are defined on the Matching Rules Table Maintenance screen (PCHL1310). The Match Type is entered on the purchase order/direct purchase order.

**eAPPROVAL**

Accessing the ADPICS document approval/rejection process through a Web browser.

**EFFECTIVE DATE**

The date that a transaction should impact the financial system. For example, a transaction may have occurred on September 30, but was not entered into ADPICS until October 12. In order to

correctly reflect the accounts as of the end of September, the transaction must be entered with an effective date of September 30.

**EFT**

Electronic Funds Transfer. Instead of printing and mailing a warrant, funds are electronically transferred into a vendor's pre-designated bank account and the EFT payment details are displayed on the Contract and Payment Express Web site. The payment is electronically recorded in the State's bank account.

**ENCUMBRANCE**

The commitment of funds (legal obligation) to pay for the purchase of goods or services.

**EXCEPTION PROCESS**

An ADPICS process that allows the forced matching of documents to generate a voucher, when the purchase order's match type tolerance levels have not been met.

**ENHANCED TRAVEL A**

Travel processing functionality through ADPICS that allows for the capture of detail information regarding employee travel expenses. Provides for tax withholding and reporting which is calculated by the system. Also allows for processing of travel authorization. Uses the Travel Auth/Adv Header Entry screen (PCHL1605) and the Travel Voucher Header Entry screen (PCHL1900).

**ENHANCED TRAVEL B**

Travel processing functionality through ADPICS using the Direct Voucher Header Entry screen (PCHL1800). Allows for the capture of summary travel expense totals by coding block. Provides for tax withholding and reporting.

**FACS**

Financial Administration and Control System. FACS includes the accounting, purchasing, budgeting and other financial management software systems.

**FACS VENDOR TABLE**

The table where vendor/payee information is stored. Vendor/Payee information is entered and maintained via the Contract and Payment Express Web site.

**FEDERAL MIE**

The maximum daily meals and incidental expenses reimbursement which is not considered income and, therefore, not subject to tax withholding.

**FEDERAL TAX  
CATEGORY**

A one-character code which identifies whether a travel reimbursement rate is potentially taxable and determines how the system will evaluate the rate to determine if some or all of it is taxable.

**FINANCIAL CODE**

See Transaction Code.

**FUNCTION KEY**

A special alphanumeric key used to perform a non-data entry function. Function keys initiate system processing, such as editing a transaction or transferring from one ADPICS screen to another. For example, upon selecting the F1 function key from a data entry screen, the system transfers to the Help Inquiry screen (PCHL9000).

**FUNDS CONTROL  
ERROR**

An error that occurs due to lack of available funds.

**GENERIC LOCATION**

A location category used in Enhanced Travel A when the actual location is not in the Travel Location Table (PCHL1640).

**HELP**

ADPICS on-line screen assistance. Pressing <F1> from any screen except a menu, accesses Help. Typing 'HELP' in the Link To data field, and pressing <F9> accesses Help from the menu screens. Help includes screen, function key, and data field definitions for the screen that was active at the time that Help was accessed.

**ID**

Document identification number. All ADPICS documents include a system generated ID which is based on the document's numbering scheme entered on the Document Numbering Table (PCHL5975).

**INQUIRY**

Locating specific ADPICS data using on-line screens. ADPICS contains many screens specifically designed for the inquiry of information. These screens have Inquiry or Summary in their titles. All transaction screens can also be used to inquire on specific documents by document ID.

**INTERAGENCY  
VOUCHER**

A voucher for goods, or services, purchased by one State agency from another State agency. The appropriate accounting transactions are performed in R★STARS for both agencies, but there is no warrant issued to the selling agency.

<b>INTERFACE</b>	The automatic integration of MAIN FACS software systems, accomplished by the use of common interrelated databases.
<b>INVENTORY</b>	The holding of goods by the State (usually in a warehouse) for future purchase and distribution to the end user.
<b>INVITATION TO BID</b>	The State's request for a bid quote from a list of vendors that can supply the goods or services requested.
<b>INVOICE</b>	The on-line entry of the vendor's bill (invoice) for goods or services supplied to the State as a result of a purchase order/direct purchase order. Invoices are one component of the two-way or three-way document match that will result in the automatic generation of a voucher, when the matching rules are met.
<b>JOB TICKET</b>	A request to purchase goods from one of the State's warehouses. Establishes an encumbrance in R★STARS (done manually at this time).
<b>JURISDICTIONAL</b>	Personal services for which the Department of Civil Service has oversight responsibilities.
<b>LINE NUMBER</b>	The position a line of data holds in an ADPICS document. For example, the line number in the Requisition Detail Entry screen (PCHL2110) refers to the position the commodity on the screen holds. The line number is system generated in the order of initial data entry. The first commodity entered on the requisition will become Line Number '001.' The next commodity entered will be Line Number '002.' When a commodity is deleted, the Line Number is not reused. The line number '000' designates that it is the header record.
<b>LINK</b>	A way to navigate from screen to screen without using menu navigation. Entering a screen number (numeric portion only) in the Link To field at the top of the screen, and pressing <F9> will access the screen. Pressing <CLEAR> will return to the originating screen.
<b>LIQUIDATE</b>	To debit an R★STARS General Ledger accounting line. A debit will result in the subtraction of funds from the appropriate accounts that will pay for the goods or services received.

<b>LOCATION CODE</b>	The three-letter code used to identify a geographic point. The location code is found on the Travel Location Table (PCHL1640).
<b>MAIN</b>	Michigan Administrative Information Network.
<b>MATCH PROCESS</b>	The two or three way matching of purchasing documents necessary for the automatic generation of a voucher transaction. When two-way document matching is designated on a purchase order, the vendor's invoice must be received and posted into ADPICS before a voucher will be generated to initiate payment for the goods. When three-way document matching is designated on a purchase order, the vendor's invoice must be received and posted into ADPICS, as well as the goods or services received and posted, before a voucher will be generated to initiate payment.
<b>MIE</b>	Meals and incidental expenses.
<b>MIXED CONTRACT</b>	Contract that authorizes disbursements both for personal services and for items that are not personal services.
<b>NAME CONTROL</b>	A code used for 1099 reporting to the Internal Revenue Service.
<b>NIGP</b>	National Institute of Government Purchasing, Inc. structure for commodity codes.
<b>NON-JURISDICTIONAL</b>	Personal services for which the Department of Civil Service has no oversight responsibilities.
<b>NONJURIS VENDOR</b>	Vendor for which a CS138 is not necessary, regardless of whether the service purchased from the vendor is a jurisdictional commodity code.
<b>NOTE PAD</b>	An electronic message screen that can be accessed from any ADPICS screen that includes a Note Pad field. Notes can be attached to posted or unposted documents. Notes attached to a voucher or direct voucher prior to posting will be included on the remittance advice.
<b>NUMERIC</b>	A data field using numbers only.
<b>OPEN DOCUMENT</b>	A document that has been created, but has not been posted.

**OUTSTANDING  
DOCUMENT**

An unposted document associated with a previously posted document. For example, an unposted invoice is an outstanding document for the Purchase Order ID entered on the Invoice Header Entry screen. When the invoice is posted, it will no longer be an outstanding document for the purchase order.

**PERSONAL SERVICES**

Work performed for the direct benefit of the State by an individual for compensation.

**POINT-TO-POINT  
MILEAGE**

The mileage between the geographic from and to location as defined on the Travel Point-to-Point Mileage Table (PCHL1645).

**POST**

Final completion of an ADPICS document. Posting generates any accounting transactions associated with the document. Posting also allows the next step in the procurement process to begin.

**POSTING ERROR**

An error that prevents the posting of a transaction. This can be a funds control error because of the lack of available funds, or an accounting error because the accounting information is invalid.

**PRE-ENCUMBRANCE**

The setting aside of funds in R★STARS that are needed to purchase a requisitioned (non-contractual) item in ADPICS. Pre-encumbrances do not reduce available appropriation spending authority.

**PREDETERMINED  
VALUES**

The allowable entries in the CS138 field of procurement documents other than a CS138 ID number.

**PRIMARY  
COMMODITY CODE**

The jurisdictional commodity code with the largest dollar amount should be entered in the primary commodity code field on the CS138. The primary commodity code and cumulative amount determine the approval path the CS138 will take.

**PROCUREMENT**

The process of purchasing goods or services. Procurements can be by requisition/purchase order, requisition/invitation to bid/purchase order, direct purchase order, or blanket purchase order release.

**PROXIMITY CODE**

The two-character code which identifies whether the travel expense being vouchered is In-State, Out-of-State, or Out-of-Country for reporting purposes.



<b>PURCHASE ORDER</b>	A binding contract between the State and a vendor for the purchase of requisitioned goods or services at a specified price. Purchase orders liquidate pre-encumbrances and establish encumbrances in R★STARS.
<b>PURPOSE CODE</b>	The six-digit code which identifies standard reasons for travel.
<b>RATE CODE</b>	The four-character code, located on the Travel Rates Code table (PCHL1630), which identifies a standard rate amount, the rate description, the taxability of travel expenses, and various other travel-related information.
<b>RECEIVING REPORT</b>	The physical receipt of goods or services at the user's location, or into warehouse inventory is recorded on the receiving report by quantity accepted and/or quantity rejected. Receiving reports are one component of the three-way document matching process. Receiving reports have no financial accounting impact.
<b>RELEASE</b>	A call against an existing blanket purchase order by requisition/purchase order or by direct purchase order. A release allows the purchase of commodities from a blanket purchase order agreement. A release (requisition/purchase order) liquidates the pre-encumbrance and establishes an encumbrance in R★STARS. A direct release (direct purchase order) establishes an encumbrance in R★STARS.
<b>REMITTANCE ADVICE</b>	The warrant stub or web remittance advice (for EFT payments). EFT payment details are displayed on the Contract and Payment Express Web site. The remittance advice contains payment identifying information for the vendor, which includes the vendor's invoice number, Voucher ID, voucher description, and any voucher note pad entry created prior to posting the voucher.
<b>REQUEST TO CONTRACT FOR PERSONAL SERVICES</b>	A request to contract between a State agency and a contractor pursuant to which the State agency is obligated to make disbursements from appropriated funds for the personal services of persons who are not classified employees of the State.
<b>REQUISITION</b>	A request to purchase goods or services. Establishes a pre-encumbrance in R★STARS (unless the interface type is 'NP').

<b>R★STARS</b>	Relational Standard Accounting and Reporting System. The State's accounting, budgetary control and financial reporting software system.
<b>RETAINAGE</b>	The withholding from each payment related to a contract.
<b>RETAINAGE AMOUNT</b>	The amount withheld from each payment related to a contract. This is withheld to help protect the State against unsatisfactory services provided by a vendor.
<b>RETAINAGE PAYABLE</b>	The amount of retainage owed to a vendor.
<b>RETAINAGE RELEASE</b>	The payment to a vendor of amounts withheld.
<b>SELLER</b>	The entity, or person, providing the goods or services.
<b>SERVICE DATE</b>	The transaction date for goods or services when the account code block includes (or infers) a project or grant that is controlled based on the service date. This must be on, or prior to the final post (close out) date of the project or grant. For example, a transaction may have occurred on May 25, but was not entered into ADPICS until June 2, but the project's or grant's final post date was May 31. In order to correctly reflect the project or grant funding, the transaction must be entered with a service date of May 25.
<b>SUMMARY FROM LOCATION</b>	A "from" location code used for summarizing all mileage for a specific time period.
<b>SUMMARY TO LOCATION</b>	A "to" location code used for summarizing all mileage for a specific time period.
<b>TABLE</b>	A means by which users with appropriate security control ADPICS processing, define system capabilities, define commodities, and indicate valid codes and conditions to be used in system operations. Vendors are established in the FACS Vendor Table via the Contract and Payment Express Web site.
<b>TABLE MAINTENANCE</b>	The act of maintaining the system tables. Table maintenance includes any additions, changes, or deletions of the ADPICS or FACS table records.

<b>TAXPAYER IDENTIFICATION NUMBER</b>	Social security number or a federal employer identification number.
<b>TRANSACTION CODE</b>	A numeric code that designates which R★STARS General Ledger accounting lines are credited and debited when an ADPICS document is posted. If there is no accounting impact (i.e., invoices, receiving reports, blanket purchase orders), the Transaction Code is '000.'
<b>TRAVEL A</b>	Travel processing functionality through ADPICS that allows for the capture of detail information regarding employee travel expenses. Provides for tax withholding and reporting. Also allows for processing of travel authorizations. Uses the Travel Auth/Adv Header Entry screen (PCHL1605) and the Travel Voucher Header Entry screen (PCHL1900).
<b>TRAVEL B</b>	Travel processing functionality through ADPICS using the Direct Voucher Header Entry screen (PCHL1800). Allows for the capture of summary travel expense totals by coding block. Provides for tax withholding and reporting.
<b>TRAVEL ADVANCE</b>	The advance payment of travel expenses for travel within a specific date range. When a travel advance exceeds actual travel expenses, the traveler must reimburse the State for the overpayment.
<b>TRAVEL AUTHORIZATION</b>	The prior approval to incur travel expenses in the pursuit of State business. A travel authorization may be monetary or non-monetary. A monetary travel authorization is commonly referred to as a travel advance.
<b>TRAVEL EXPENDITURE (EXPENSES)</b>	The amount reimbursable to an employee for work related travel.
<b>TRAVEL LIQUIDATION</b>	The process of first matching a travel voucher against a travel authorization (advance), and then satisfying or liquidating the receivable.
<b>TRAVEL VOUCHER</b>	An accounts payable that is created and posted for travel expenses. When posted, travel vouchers establish vouchers

payable in R★STARS. Warrants will be generated, on the appropriate due date, for the travel expenses incurred by the traveler. These expenses will be offset by any travel advances that were received by the traveler, or by other governmental restrictions.

## **TRAVELER MASTER TABLE**

A table that contains accounting and other information on a traveler (employee). Some information on the Travel Voucher Detail Entry, PCHL1910, will be system retrieved if the table is completed for an employee on the Traveler Master Table (PCHL1620).

## **UNION/NERE CODE**

One or two-character code representing the organization(s) which must be notified when a department requests to contract for applicable personal services.

## **VENDOR**

Any individual or business that supplies goods or services to the State is a vendor. A vendor is also any individual or business that receives money from the State. In order to use a vendor in ADPICS transactions, the vendor must be entered in the FACS Vendor Table and have a Vendor ID and Mail Code. Vendors are established in the FACS Vendor Table via the Contract and Payment Express Web site.

## **VENDOR INFORMATION**

Vendor information is stored in the FACS Vendor Table by vendor number and mail code to uniquely identify the vendor associated with a transaction. Examples of vendor information include vendor type, vendor name, address and phone number, and mail types.

## **VENDOR MAIL CODE**

A three-character code assigned to a vendor's address. A vendor may have more than one address. The mail code differentiates between these addresses.

## **VOUCHER**

The last step in the purchasing process. Vouchers are automatically generated in ADPICS when the appropriate document matching rules are met. Matching rules are based on the Match Type entered on the associated purchase order/direct purchase order. When a voucher is posted, it liquidates the encumbrance and establishes a voucher payable in R★STARS. A warrant will be issued on the appropriate due date.

**VOUCHER PAYABLE**

The State's incurred expense liability. When the ADPICS voucher is posted, it establishes a voucher payable in R★STARS. When the warrant is generated, it liquidates the voucher payable.

**WAREHOUSE**

A State storage facility for inventoried goods.

**WARRANT**

A negotiable instrument issued by the State Treasurer for payment of goods or services.